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Armstrong State University
Faculty Senate Meeting
Minutes of August 15, 2016
Student Union, Ballroom A, 3:00 p.m.

- I. Pre-Senate Working Session (3:00–3:30 p.m.)
 - A. Orientation of New Senators
- II. Senate President Padgett called the meeting to order at 3:30pm (Appendix A)
- III. Senate Action
 - A. Approval of Minutes from [April 18, 2016](#) Faculty Senate Meeting
Approved (33-1)
 - B. Brief Remarks from Dr. Linda Bleicken, President
Welcome, it's good to have you back. I'd like to speak briefly about what happened this summer. On May 7th, we commenced 800 students. We took two tennis teams and softball team to Colorado to the National Championships, Division 2. We then came back and received our largest donation that our athletics department has ever had, \$79,000, for our tennis complex. Armstrong signed an MOU with US Army Cyber-Center of Excellence. The goal is to create opportunities for soldiers and students. Fifty-three universities applied for the certificate of excellence and we were one of 23 who were approved. There are terrific opportunities for students to enter this promising field. We were in Huntsville, AL where Cameron Coates participated in a NASA fellowship program. We received an award from Home Depot to be used for our veterans center. Seven of our chemistry faculty members received an NSF grant (PI is Brandon Quillian) to help them further their study of polymers. We signed an MOU in August with Ogeechee Tech to create pathways to Armstrong for Ogeechee Tech students. We held 14 Navigate sessions. Record enrollment at the Armstrong Liberty Center. Specialist Joseph _____ is going forward to represent the US National Guard (majoring in Liberal Studies)
 - C. Brief Remarks from Dr. Robert Smith, Provost and Vice-President of Academic Affairs
At convocation last week, you heard me mention that our freshman retention rate is up. That is the result of our faculty and staff. Our overall enrollment right now is 7065, after dropping students for non-payment. We had a very successful recent Navigate session. We are at 99% of our enrollment target for fall. This year we are doing something differently with when we convert students to mini-mester. Students who were not able to start right away this fall are automatically directed to the second mini-mester. Enrollment signs are very encouraging.
 - D. Human Resources Organizational Structure, Mr. John Brooks, Director of HR
I'm approaching 6 months with the university and have gotten a lot of feedback from faculty and staff in that time. We discovered we needed to streamline our HR processes. We discovered, for example, we had multiple people working on aspects of the same project or task. We tried to realign our services. A management team structure seemed appropriate. Willette is promoted to Total Rewards (Compensation/Benefits), Jessica will be reporting to Willette; Brandi will be the

manager of account acquisition and development (recruitment, performance appraisals) and Anna will be reporting to her; Carol Lightle will be in charge of compliance and HR IS. There is a part-time position under Carol that will help her with records, workflow analysis, and some of those things. Jessica will be the intake person. This whole team is cross-trained, so if someone is out, there will be someone else to back them up. We've set up a process where they can contact me, or Chris Corrigan if I'm not available. This had no budget impact. We were able to use internal funds, for example from assistant director position. We actually had a cost savings from the re-organization.

Question from senator: if there was a question about an HR personnel matter, is my understanding that the question should go to Corrigan if you are not reachable?

Answer: Yes, if it's a personnel issue.

Question from senator: How were these tasks distributed to the new management team? Answer: they were existing roles/tasks distributed fairly evenly across the managers.

E. Old Business

1. Recurrent Updates

i. Joint Leadership Team Summaries

Senate President Padgett: Referred to appendices. One thing of note is that students will now be given 6 tickets to distribute to parents, etc. for graduation. Another key issue discussed in JLT is the passage of bill to allow tasers on campus.

ii. Faculty and Staff Vacancy Reports

2. Other Old Business

i. FSB_2016-03-21-02_Post-tenure Review Raises

Senate President Padgett: Bill was remanded back to us and Senate President will form a committee to review all aspects of post-tenure review process. We'll look at benefits (raises), as well as remediation for those who do not have a positive post-tenure review. We'll need committee membership from faculty welfare as well as committee representation from all ranks, including Senior Lecturer because we'll be reviewing the review process for Senior Lecturers.

ii. Post-tenure Process Review Committee

See above.

iii. Campus Carry Legislation

Question from senator: Is this something to worry about? Are tasers being allowed for self-defense? Has anyone seen these on campus?

Answer from President-Elect Bringman: They can be made to look like anything else, lipstick, etc. A taser has to be used for self-defense. I'm sure they've been carried before, it's just legal now.

Question from senator: Are these contact tasers or projective tasers? Answer from Senate President Padgett: I believe it's both.

iv. Salary Adjustments

Senate President Padgett: As you know, last year we had a 3% merit increase from the state legislature. We also did a faculty salary survey and they were able to come up with some extra money (20-25,000) to raise those below 85% up. That was in addition to merit-based.

Question from senator: Why didn't the administration follow the schedule for adjustments last year? Answer from Senate President Padgett: The merit increase would take us closer to the next salary benchmark, although it may not have been the original intent.

Response from Chris Corrigan: Bob and I gave a presentation in April that went into some detail. It is available on the Budget and Finance website. If you have further questions after viewing the presentation, we could reprise that at some point. Senate President Padgett: it would be nice to address the plan for reaching 100% in the future.

Dr. Smith: We did not have adequate funds. Moving forward, we want to stop hiring below market. We want to create a pool of money in the budget to do all our hiring at market. Question from senator: When you said there was no new money, new money from where? Dr. Smith: No new money from the state. We have carved out money from the budget this year and in past years, but there was no money from the state for market adjustments.

v. Faculty Fair Compensation Bill

Sponsoring senator: In Biology, Chemistry, and Physics, in the summer if we teach a 3 hour lecture and a 1 hour lab that meets for 3 hours, we are paid differently – 9% for the 3 hour lecture and only 3% for the 3 hours in lab time. We would like to be paid for actual contact, not credit hours. Question from senator: Any idea how much that would cost, university-wide? Response from Senate President: It would mainly affect Biology, Chemistry, and possibly Psychology. CST is discussing this as well. Question from senator: When your dept head is determining work load for academic year, it's based on contact hours? Response from sponsoring senator: Yes. A lab during the fall or spring is counted for 3 hours (actual contact) and during the summer, only 1 credit hour. Question from senator: How is this handled elsewhere in the country? Answer from Senate President-Elect: there's a lot of variation. Comment by senator: one of the problems in biology is that faculty in the summer only want to teach lecture courses. For the student, it's a problem because there aren't enough lab sections.

Approved (28-3)

3. Old Business from the Floor

None

F. New Business

1. Committee Membership

- i. Steering Committee
 - a. Approval of Members (Approved 36-1)
- ii. University Curriculum Committee
- iii. Governance Committee: we need members. Members of this committee need to be senators. Sherry Warnock volunteers to represent CHP.
 - a. Approval of Members: postponed
- iv. Academic Standards
- v. Education Technology
- vi. Faculty Welfare
- vii. Planning, Budget, and Facilities
- viii. Student Success

Senate President Padgett: You can find the committee rosters on the senate website. Senate liaisons need to call the first meeting and a chair needs to be elected. Committee charges will be forthcoming. Please forward committee minutes and chair names to Wendy Wolfe, Senate Secretary.

- 2. New Issues/Committee Charges: Senate President Padgett: These issues came up over the summer.
 - i. Turnaround Time for Grades: Senate President Padgett: Spring semester, the last final was a Friday, grades were due early Tuesday, with Mother's Day over the weekend. Some faculty had difficulty. They were given an extra day or so. Who should be contacted about changing the deadline? Provost Smith Responds: the Registrar.
 - ii. Timeframe for Student Evaluations in Summer Courses: Senate President Padgett: this also came up, Wendy wants to talk about this. Senate Secretary Wolfe: this came up for me in the mini-mester this summer. The evaluation window opened the beginning of the second week and closed before the last week. I've gotten in the habit of announcing evaluations to my class in the last week and encouraging them to complete the evaluation. I immediately received emails from students reporting they were unable to because it was closed. I contacted Laura Mills who explained that they have to be closed because some summer courses would have had their final exam before the last week of class and she has been informed that faculty wish that students not evaluate courses once the last grades have been given out of concern that students might receive their final exam grade or their overall grade, and out of disappointment, slam the

faculty member on their evaluation. Laura Mills indicated she would be willing to change this, but wanted feedback from faculty. I know how I feel, but wanted to take it to senate for input from other faculty. I don't know if this needs to be in the form of a bill. She wants to be helpful and needs input. Comment from senator: People don't always give exams during the specified time. Is that part of the problem? Response from Senate Secretary Wolfe: I think this issue has to do with perhaps a summer class that meets one day a week only and, because of that, for Monday classes, the evaluation window would close before the last day of class – on Friday. I believe this is only the case for a small number of classes. Comment from senator: I had the same experience. I was wondering if Wendy would be willing to form this as a motion? Senate Secretary: Sure, if you feel you know how you would vote now. Comment from senator: I had the issue of evaluations opening in the second week. My evaluations don't tell me much at all. It's the equivalent of opening them after 4 weeks of a regular semester and closing them 4 weeks before the end. Comment from senator: Is it possible to open the evaluation window differently for different courses? Senate President responds: It is my impression that it cannot be set up differently for different courses occurring during the same time. Comment from senator: I thought the grades tab doesn't become active until a certain time anyway. Could the evals go down when that tab becomes open? Response from Senate Secretary Wolfe: It is true that you can't enter final grades until that tab is active, but a student could calculate their final grade as soon as they have feedback about all of their graded components. Comment from senator: I feel we need more information and feedback from our fellow faculty. Senate President Padgett: We could ask Laura Mills to come next time. Senator comments: That sounds counter-productive. It seems like to accommodate a few instructors, the vast majority of us are having our job, our course evaluated based on three-quarters of a term. I don't know that we need more time or information. Senator: I move we put this issue on the next agenda. Senate President: Any other motions on this. Senator comment: for me it is not the issue to close before the last week, it's problematic to open it up so early. I'd rather the students had less amount of time to complete the evaluations. Something to bring back to your departments.

iii. Standardizing Process for Including Student Ratings/Comments on APAR's

Senate President Padgett: We've been discussing this issue for a while. The issue is that thus far there has not been a way to distinguish between signed and unsigned comments. My thought is to give it to faculty welfare. We've talked about this a lot and I'm not sure anything has changed. Comment by Senate Secretary Wolfe: We

could ask for an update. My recollection was that Angeles Eames presented on SmartEvals adding an option where students could type their name in if they wanted to own/sign their comments. Response by Senate President Padgett: But there is still no way to separate those comments from unsigned comments when forwarding, is that right? The issue is how you report the comments out. Comment from senator: Would a print screen not work? Response from Senate President: It still would not separate them. Comment from senator: There's a simple tool to run a snipping tool in Windows. Comment from Senate President Padgett: Maybe all comments should be forwarded, but we'd have to change the faculty handbook to do that. Any objection to sending this to faculty welfare? None.

3. Faculty Representation on Committees

- i. Behavioral Assessment Team: Andrew Dies: BAT discusses students who may be problematic on campus and then we develop an action plan. Senate President Padgett: Andrew Dies has received a few names, but please take this back to your dept and contact him if you or a colleague is interested.

4. Other New Business

5. New Business from the Floor

G. Senate Information and Announcements

1. Search Committee Updates: One Dean's search in CST. Wayne is the senate representative. The committee has not met. We are waiting for a student representative. Any other search updates? None.
2. Sexual Misconduct Training. It came out over the summer. Please complete it asap. It's been sent down from the Board of Regents. Question from Senator: Will there be ramifications for not completing this. Diedra Dennie: I don't know.
3. Send Committee Meeting Dates and Minutes to faculty.senate@armstrong.edu
4. Send Changes in Committee Chairs and Senate Liaisons to governance.senate@armstrong.edu
5. Announcements (from the floor): Senator: We just got this NSA designation. It expires and we will have to re-apply. We have to attach faculty publications and student papers on any cyber topic. Please encourage your students to write more cyber related topics. If you're in Healthcare and write a paper about password security, that would be relevant and helpful. If you're in math and write a paper about cryptography, that would be relevant and helpful.

IV. Adjournment at **4:34pm**

V. Minutes completed by:

Wendy Wolfe

Faculty Senate Secretary 2016-2017

Appendix

A. Attendance Sheet

Faculty Senators and Alternates for 2016-2017 (Senate Meeting 8/15/2016)

Department	College	# of Seats	Senator(s) and Term Year as of 2016-2017		Alternate(s)	
Adolescent and Adult Education	COE	2	Brenda Logan (1)	x	Anthony Parish	
			Greg Wimer (1)	x	Rebecca Wells	
Art, Music and Theatre	CLA	3	Rachel Green (3)	x		
			Emily Grundstad-Hall (1)		Mia Merlin	x
			Benjamin Warsaw (1)	x	Pamela Sears	
Biology	CST	4	Jennifer Broft Bailey (2)	x	Sara Gremillion	
			Brian Rooney (1)		Michele Guidone	
			Aaron Schrey (3)	x	Michael Cotrone	
			Jennifer Zettler (3)	x	Scott Mateer	
Chemistry and Physics	CST	3	Brandon Quillian (2)	x	Catherine MacGowan	
			Donna Mullenax (3)	x	Lea Padgett	
			Clifford Padgett (3)	x	Will Lynch	
Childhood and Exceptional Student Education	COE	2	LindaAnn McCall (1)	x		
			Robert Loyd (1)	x	John Hobe	
Computer Science & Information Tech	CST	1	Hongjun Su (2)	x	Frank Katz	
Criminal Justice, Social and Political Science	CLA	2	Dennis Murphy (2)		Michael Donahue	
			Kevin Jennings (1)	x	Laura Seifert	
Diagnostic and Therapeutic Sciences	CHP	2	Shaunell McGee (3)	x	Rhonda Bevis	
			Pam Cartright (3)	x	Christy Moore	
Economics	CLA	1	Maliece Whatley (1)	x	Yassi Saadatmand	
Engineering	CST	1	Wayne Johnson (3)	x	Priya Goeser	
Health Sciences	CHP	2	Lesley Clack (2)	x	Joey Crosby	
			TimMarie Williams(1)	x	Rod McAdams	
History	CLA	2	James Todesca (2)	x		
			Michael Benjamin (3)	x	Allison Belzer	
Languages, Literature and Philosophy	CLA	5	Jack Simmons (1)	x	Will Belford	x
			Carol Andrews (3)	x	Carol Jamison	
			Jane Rago (3)		Annie Mendenhall	
			Christy Mroczek (2)	x	Julie Swanstrom	
			James Smith (3)	x	Rob Terry	
Library	CLA	1	Aimee Reist (2)	x	Ann Fuller	
Mathematics	CST	3	Selwyn Hollis (2)	x	Sean Eastman	
			Sungkon Chang (1)	x	Duc Huynh	
			Kim Swanson (1)	x	Greg Knofczynski	
Nursing	CHP	3	Sherry Warnock (2)	x	Carole Massey	
			Gina Crabb (2)	x	Luz Quirimit	
			Katrina Embrey(1)	x	Jill Beckworth	
Psychology	CST	1	Wendy Wolfe (3)	x	Nancy McCarley	
Rehabilitation Sciences	CHP	2	David Bringman (2)	x	AndiBeth Mincer	
			Jan Bradshaw (1)	x	April Garrity	